

DEALING WITH VENDORS

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DEALING WITH VENDORS

- WHAT ACTIONS ARE PRUDENT
- WHAT ACTIONS TO AVOID
- 3 SCENARIOS
 - BEFORE A PROCUREMENT IS INITIATED
 - FORMAL ACQUISITION UNDERWAY
 - CONTRACT IN PLACE

NO PROCUREMENT ACTION

- WHAT IS PERMISSIBLE
 - MARKET RESEARCH
 - FREE TRIALS
 - SHORT-TERM EQUIPMENT LOANS
 - VENDOR PRESENTATIONS

NO PROCUREMENT ACTION

■ WHAT TO AVOID

- SOLICITING AN OFFER OR QUOTATION
- MAKING A PROMISE TO PURCHASE
- ENDORSING FIRM OR PRODUCT
- PROVIDING INSIDE INFORMATION
- GRANTING PREFERENTIAL TREATMENT

ACQUISITION IN PROCESS

■ WHAT IS PERMISSIBLE

- ADVOCATING FOR THE PROGRAM
- SEEKING GENERAL INFORMATION ABOUT THE PROCUREMENT

ACQUISITION IN PROCESS

■ WHAT TO AVOID

- SEEKING DETAILED INFORMATION
- DISCLOSING SOURCE SELECTION DATA
- CREATING THE APPEARANCE OF FAVORITISM

CONTRACT IN PLACE

■ APPROPRIATE ACTIONS

- REQUESTING INFORMATION ON STATUS OF CONTRACTOR PERFORMANCE
- HEARING VENDOR'S VIEWPOINTS
- EXPRESSING SATISFACTION OR DISSATISFACTION WITH WORK

CONTRACT IN PLACE

■ ACTIONS TO AVOID

- CONSTRUCTIVE CHANGE ORDERS
- ATTEMPTS TO RESOLVE CLAIMS AND DISPUTES
- WAIVERS OF CONTRACT TERMS